

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 25 February 1958

FROM : Chief, Intelligence Production Faculty

SUBJECT: Weekly Activities Report No. 8
20 February - 26 February 1958I SIGNIFICANT ITEMS

Nothing to report.

II. OTHER ACTIVITIES

A. On 25 February the Registrar's Office reported that 23 students had enrolled for the Writing Workshop course that begins on 3 March. Because the group is too large to handle effectively in the workshop type of course, it will again be necessary to borrow the services of [] from the Intelligence Orientation Faculty so that the class can be divided into two sections. 25

B. On 24 February a new project -- the development and writing of an Economic Intelligence Item -- was introduced in the Intelligence Techniques course. The documents and background data were provided by the Chemistry Branch of the Materials Division of ORR, and [] constructed the problem itself. [] gave the background lecture for the project, and [] supervised the analysis and development of the report writing problem. Completion of the project by the students required more time than had been allotted, and in future classes the schedule will be adjusted accordingly. 25

C. Reading Techniques No. 42 started on Monday, 24 February, with 9 students enrolled. Two are from OCR, two from ORR, two from COMMO, one from FE, one from CI, and one from OS. [] is teaching the class.

D. [] attended a meeting of the Washington Adult Reading Improvement Association at the Pentagon on Tuesday, 25 February.

-2-

K1 E. The 2500 wing of Quarters Eye was besieged by the elements last week. [] sent three maintenance men to try to bring the Reading Lab temperature above 32 degrees. Then the melting snow cascaded into Room 2505, forming large puddles of water which dripped through to the first floor. Some repairs were made on the roof, and there appear to be no permanent damages.

III. PERSONNEL NOTES

Nothing to report.

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